

Manage the JAGGAER Supplier Registration and Account

This guide will assist suppliers on how to manage their companies **Commonwealth of Pennsylvania's JAGGAER Supplier Management System** and **JAGGAER Supplier Network** account and users. Administrators are the only users that have permission to manage the company's registration and account. The Administrator is the person who completed the initial registration process for the company; has full access and permissions to manage the company information; add/remove users, and assign user roles for the account.

Supplier Help: For system navigation questions, please contact the DGS Bid Room at 1-877-435-7363 ext. 2 or [RA-GSJAGGAERHELP@pa.gov](mailto:GSJAGGAERHELP@pa.gov); For Jaggaer technical issues (i.e. problems logging in and password related issues), please contact the Jaggaer Customer Support Team at 1-800-233-1121 opt 2.

Disclaimer: All information contained within this document is for example purposes only.

1. On the PA JAGGAER Portal Home page, select the **Manage Registration Profile** link to make any changes to the registration.

PA pennsylvania

Home ▶ Customer Portal Home

Welcome to the Commonwealth of Pennsylvania Supplier Management System, which is part of JAGGAER system

Customer Contact

Name PA Supplier Service Center
Phone +1 877-435-7363 ext. 2

Quick Links to Common Tasks

Manage Registration Profile

Sourcing Events

Show Opening or Closing Soon [Go to Public Opportunities](#)

Event Number	Status	Event Title	Dates	Action
Trn-RVA001711	Open	RFP Trashcan Liners BAFO Reverse Auction	Open: 6/30/2020 12:00:00 AM EDT Close: 7/3/2020 5:00:00 PM EDT	Launch Auction Console
DHS-RFP1218	Open	RFP 12-18 Business Planning Services	Open: 5/1/2020 12:00:00 PM EDT Close: 7/16/2020 12:00:00 PM EDT	View Event

Events Released Open Closed [Need Help?](#)

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2. **Make changes** in any of the applicable section(s) of the registration. **Note:** Navigate to the *Business Details* section to add or remove commodity code(s). If you are adding commodity codes associated with an **Invitation to Qualify (ITQ) Contract (i.e. 86000000-ITQ-82)**, please review the [ITQ Application Guide](#) page on the DGS website for instructions.
- a. Select the **Edit** button to search and add commodity codes. Choose the **Edit** button to remove a code.
 - b. Add keywords to describe the products or services offered by your company. (Optional)
 - c. Select the **Save Changes** button before navigating to any other section.

papublicsupplier1

Registration Complete for:
Commonwealth of PA Supplier
Management System

- Welcome
- Company Overview ✓
- Business Details** ✓
- Addresses ✓
- Contacts ✓

Registration FAQ | View History

Business Details

The information on this page allows us to track important details about your company, such as the areas where you operate and the products and services that you provide.

Select the Commodity Codes (by code or description) by clicking the "EDIT" button for the products and services you provide.

NOTE:
If you are interested in **pre-qualifying to become an ITQ supplier**, ensure you select the commodity code identified with an "ITQ" extension (ex. 53100000-ITQ-1). It is recommended to view each ITQ contracts Statement of Work, prior to selecting a commodity code. This will ensure you select the appropriate codes. [Click here](#) to view all ITQ contracts. To view the appropriate contracts Statement of Work, click on "Statement of Work". The commodity codes are defined under the Material/Service Categories. If you need further assistance, you can contact the Issuing Office listed on the Statement of Work.

Products and Services

Commodity Codes *

80100000-ITQ-67 (Consulting Services - Management General Government Operations - Strategic Planning)	Edit	Remove
80400000-ITQ-61 (Consulting Services - Management General Government Operations -Safety and Health Services)		Remove

Keywords

700 characters remaining

★ Required to Complete Registration

Save Changes

You will be required to complete the *ITQ Prequalification* sections for the new ITQ Commodity Code(s) you are applying for.

3. Select the **Title link (i.e., ITQ Statement of Work)** for each section to review and complete required fields. **Note:** Make sure you select the **Save Changes** button after making any edits to the registration.

papublicsupplier1

Registration **Complete** for:
Commonwealth of PA Supplier Management System

Welcome

Company Overview

Business Details

Addresses

Contacts

ITQ Statement of Work

ITQ Pre-Qualification Que...

ITQ Terms and Conditions

[Registration FAQ](#) | [View History](#)

Business Details

The information on this page allows us to track important details about your company, such as the areas where you operate and the products and services that you provide.

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Products and Services

Commodity Codes

80100000-ITQ-67 (Consulting Services - Management General Government Operations - Strategic Planning)

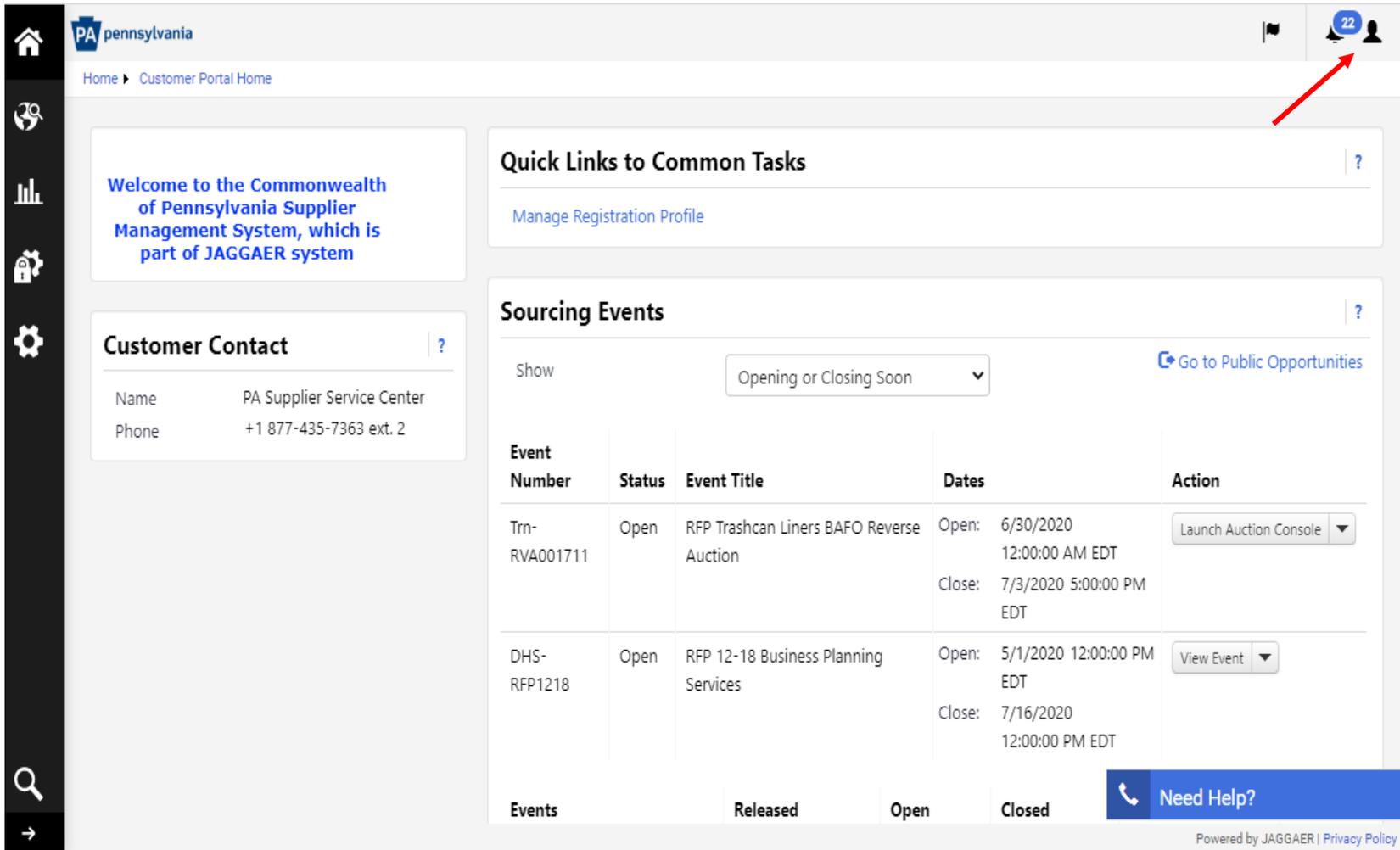
80400000-ITQ-61 (Consulting Services - Management General Government Operations -Safety and Health Services)

Keywords

700 characters remaining

Administrators should navigate to the *JAGGAER Supplier Network* to manage users and any other customer registrations. Follow the below steps to search, add, delete, or inactivate users.

1. Select the **User** icon to navigate to the JAGGAER Supplier Network page.



PA pennsylvania

Home ▶ Customer Portal Home

Welcome to the Commonwealth of Pennsylvania Supplier Management System, which is part of JAGGAER system

Customer Contact ?

Name PA Supplier Service Center
Phone +1 877-435-7363 ext. 2

Quick Links to Common Tasks ?

[Manage Registration Profile](#)

Sourcing Events ?

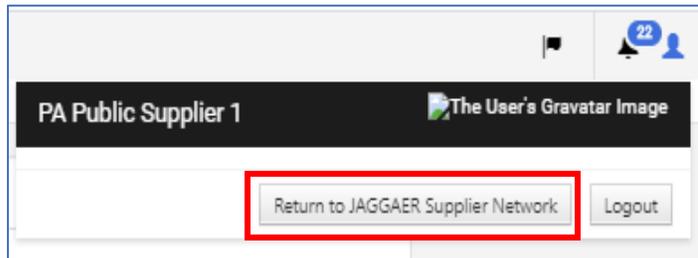
Show [Go to Public Opportunities](#)

Event Number	Status	Event Title	Dates	Action
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DHS-RFP1218	Open	RFP 12-18 Business Planning Services	Open: 5/1/2020 12:00:00 PM EDT Close: 7/16/2020 12:00:00 PM EDT	View Event

Events Released Open Closed [Need Help?](#)

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2. Select the **Return to JAGGAER Supplier Network** button.



The *JAGGAER Supplier Network* account allows Administrators to update the company's network profile, manage customer registrations, add users, and access online help support.

JAGGAER SUPPLIER NETWORK All Search (Alt+Q)

Home Supplier Portal Home

papublicsupplier1 ?

JAGGAER Network ID 1001933143

[View Your Company's Network Profile](#)
[Manage Customer Registrations](#)
[Send New User Registration Request](#)

Create Invoice / Credit Memo Import Invoice ?

No customers have authorized invoice creation for this supplier.

Customer Portal Access ?

Customer	Registration Status	Customer Contact
Commonwealth of PA Supplier Management System	Complete	PA Supplier Service Center

[View All Registrations](#)

Sourcing Events ?

Customer	Events	Released	Open	Closed	Awarded	All
Commonwealth of PA Supplier Management System	My Events	0	1	60	0	61
	Public Events	0	9	203	0	212

JAGGAER

JAGGAER has activated our Emergency Response Plan around COVID-19. We are keenly aware of our relevance in the global supply chain and take very seriously our obligation to maintain business continuity across our entire network. You should see no disruption in day-to-day operational activities.

Find Invoice ?

[Advanced Search](#)

To check payment status of an invoice or send a message to a customer regarding an invoice, please enter the invoice number then click the "Search" button.

Invoice Number(s)

Multiple values can be separated by a comma(,).

Need Assistance? ?

Help

Search for

[Browse the Table of Contents](#)

Training

[Online Training and Support](#) 

Supplier Contact

Name: PA Public Supplier 1

3. Select the **View Your Company's Network Profile** link to access basic profile information.

JAGGAER SUPPLIER NETWORK

Home Supplier Portal Home

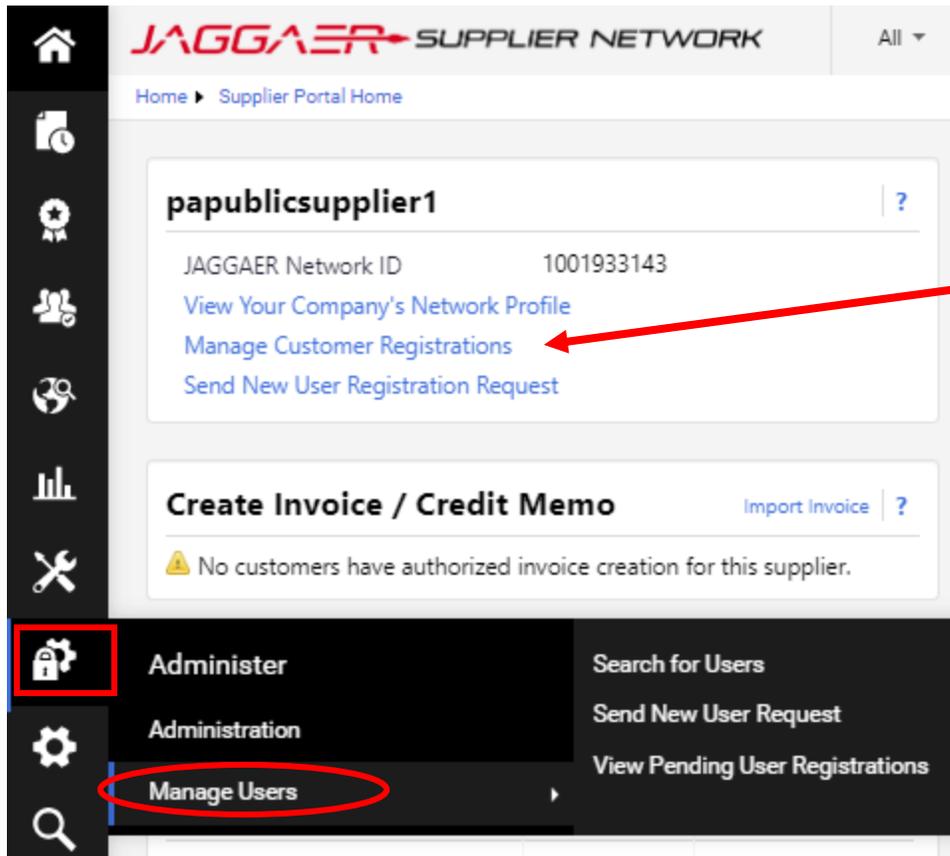
JAGGAER Network ID

[View Your Company's Network Profile](#)
[Manage Customer Registrations](#)
[Send New User Registration Request](#)

The basic information sections are **not required** to be completed by the Commonwealth of Pennsylvania. This information is relevant to the *JAGGAER Supplier Network's* global view and maybe required if your company is registered with other customer portals. **Note:** The *History* tab provided details of changes made to the company's network profile.

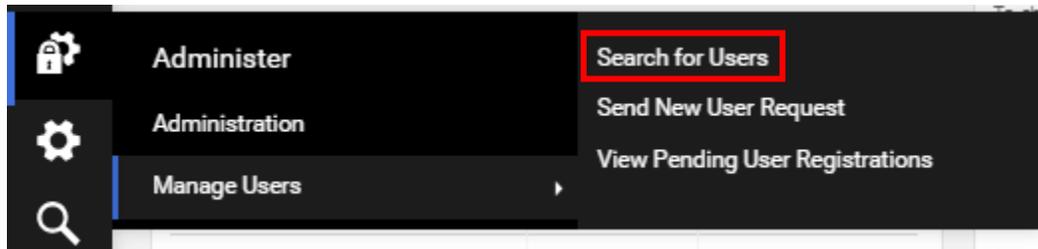
The screenshot shows the 'Company Overview' page for a supplier named 'papublicsupplier1'. The page has a navigation bar with tabs: 'Company Overview', 'Business Details', 'Addresses', 'Contacts', 'Locations', 'Diversity', 'Insurance', 'Payment Information', 'Tax Information', and 'HISTORY'. The 'Company Overview' tab is active. On the left, there is a sidebar with the company name and ID (1001933143), and a 'Basic Network Profile' section with a progress bar at 33%. The main content area contains an introductory paragraph, followed by form fields for 'Legal Company Name' (filled with 'papublicsupplier1'), 'Doing Business As (DBA)', and 'Country of Origin'. Below these are radio buttons for 'Does your business have a DUNS number?' with 'Yes' and 'No' options. A note explains the DUNS number and provides a link to 'Get a D&B Number'.

4. Select the **Administer** icon in the left navigation to view the options.
 - a. Choose the **Manage Users** menu item.



Note: Choose the *Manage Customer Registrations* link to access and view registrations for other organizations.

5. Select the **Search for Users** menu item to search and view a list of active or deactivated users.



6. Enter **username** in the Quick Search field or select the **Add Filter** tab to search by certain criteria.

JAGGAER SUPPLIER NETWORK

Administrator > Manage Users > Search for Users

User Search Save As

Quick search Q Add Filter Clear All Filters

Name	Phone	Email	Role	Status
PA Public Supplier 1	+1 717-783-1201	papublicsupplier1@gmail.com	Manage All Portal Activities	Active

JAGGAER SUPPLIER NETWORK

Administrator > Manage Users > Search for Users

User Search Save As

Quick search Q Add Filter Clear All Filters

Name	Phone
PA Public Supplier 1	+1 717-783-1201

Find search filter...

Available Filters

- Created Date
- Email
- Email Preference
- First Name
- Last Login Date
- Last Name
- Permission
- Role
- Status

a. Choose a **Filter** from the list to apply.

b. Enter a **search term** and select the **Apply** button for results.

First Name: All ✕

7. Select the **Username** link to view and manage the user's profile.

JAGGAER SUPPLIER NETWORK

Administer ▶ Manage Users ▶ Search for Users

User Search

 ▼

Quick search ▼

Name ▲	Phone	Email ▼
PA Public Supplier 1	+1 717-783-1201	papublicsupplier1@gmail.com

a. Make **any necessary changes** to the user's information and select the **Save Changes** button.

PA Public Supplier 1

User Name papublicsupplier1@gmail.com

- User Profile and Preferences
 - User's Name, Phone Number, Email, etc.**
 - Language, Time Zone and Display Settings
 - Guided Tour Instructions
- Update Security Settings
- User Roles and Access
- Ordering and Approval Settings
- Permission Settings
- Notification Preferences
- User History

User's Name, Phone Number, Email, etc.

Assigned as Primary Contact
Primary Contact can be reassigned by selecting another user as the Primary Contact.

First Name * PA

Last Name * Public Supplier 1

Title

Phone Number * +1 717-783-1201 ext.
International phone numbers must begin with +

Mobile Phone Number
International phone numbers must begin with +

E-mail Address * papublicsupplier1@gmail.com [Change E-mail Address](#)

Authentication Method Local

★ Required

[Save Changes](#)

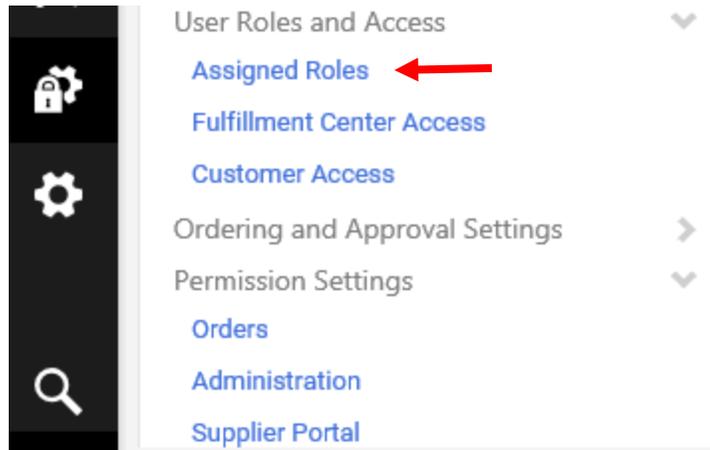
b. Expand the **Update Security Settings** section to access and change the user's password and/or security question(s).

PA Public Supplier 1

User Name papublicsupplier1@gmail.com

- User Profile and Preferences
 - User's Name, Phone Number, Email, etc.
 - Language, Time Zone and Display Settings
 - Guided Tour Instructions
 - Update Security Settings**
 - Change Password
 - Change Security Question or Answer

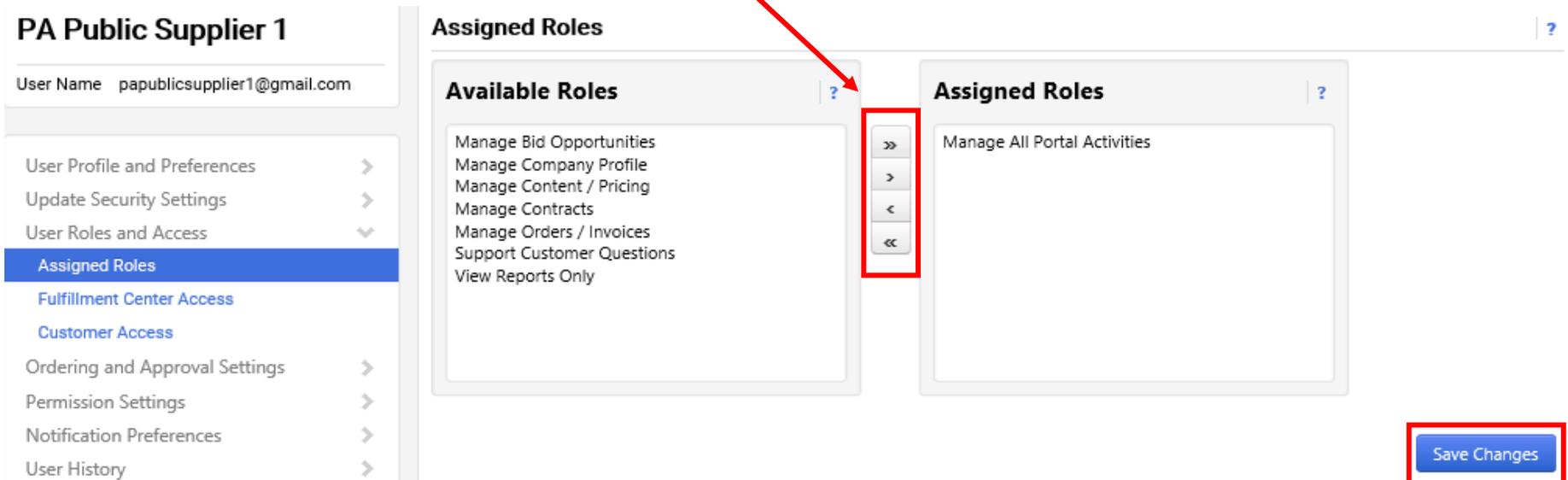
c. Expand the **User Roles and Access** section to assign and/or remove roles available to the user.



d. Select the **Assigned Roles** link.

e. Select the **Arrows** to add or remove roles.

f. Select the **Save Changes** button.



8. Choose the **Administration** or **Supplier Portal** link to view the user permissions.

a. Select the **Edit Section** link to make changes to the assigned permissions.

PA Public Supplier 1

User Name papublicsupplier1@gmail.com

- User Profile and Preferences >
- Update Security Settings >
- User Roles and Access >
- Ordering and Approval Settings >
- Permission Settings >
- Orders
- Administration
- Supplier Portal

Permissions: Administration

[Edit Section](#)
[Show Details](#)

Permission	Value
Administration	✔
Manage Shared Workflow Folders	✘
System Configuration	✔
License	✘
Administer Shared Document Searches	✔
Create Shared Document Search Folders	✔

Default permissions are automatically set and configured for the assigned user role. It is recommended to leave as defaulted however it is at the discretion of the Administrator to change if necessary. Select the **Save Changes** button if any updates are made.

Permissions: Administration

[?](#)

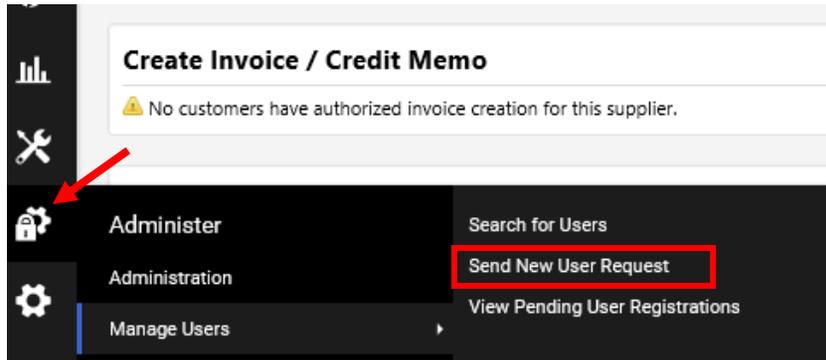
System Administration

Permission	Always Use Role Setting: (Current Role Setting)	Override Role: Set To Always ON	Override Role: Set To Always OFF
Administration	<input checked="" type="radio"/> (✔)	<input checked="" type="radio"/>	<input type="radio"/> ✘
Manage Shared Workflow Folders	<input type="radio"/> (✘)	<input checked="" type="radio"/>	<input type="radio"/> ✘
System Configuration	<input checked="" type="radio"/> (✔)	<input checked="" type="radio"/>	<input type="radio"/> ✘
License	<input type="radio"/> (✘)	<input checked="" type="radio"/>	<input type="radio"/> ✘
Administer Shared Document Searches	<input checked="" type="radio"/> (✔)	<input checked="" type="radio"/>	<input type="radio"/> ✘
Create Shared Document Search Folders	<input checked="" type="radio"/> (✔)	<input checked="" type="radio"/>	<input type="radio"/> ✘

[Save Changes](#)
[Cancel](#)

9. To create and assign a new user, the Administrator will need to send a new user request. Select the **Administer** icon.

a. Choose the **Send New User Request** menu item.



b. Complete the required fields, assign role, and select the **Send User Request** button.

A screenshot of a 'User Identification' form. The form has several input fields: 'First Name' with 'Tangela', 'Last Name' with 'Isaac', 'Title' (empty), 'Phone Number' with '7177831201' and an 'ext.' field, 'Mobile Phone Number' (empty), and 'E-mail Address' with 'DGSBOP1@gmail.com'. A 'Role' dropdown menu is open, showing a list of roles: 'Manage All Portal Activities', 'Manage Bid Opportunities' (highlighted with a red arrow), 'Manage Company Profile', 'Manage Content / Pricing', 'Manage Contracts', 'Manage Orders / Invoices', 'Support Customer Questions', and 'View Reports Only'. A 'Send User Request' button is located at the bottom right of the form, highlighted with a red box. A red bracket on the right side of the form indicates that the name, phone, and email fields are required.

Once the user request is sent, the system will automatically navigate to the *View Pending User Registrations* page to verify and/or act on the request. Administrators have the option to create a new user request or reject a request (use Actions button) on this page.

View Pending User Registrations



Create User Request

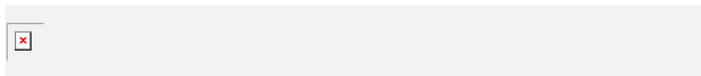
Actions ▼

Name ▲	Phone	Email ▲	Role	
Isaac, Tangie	+1 717-783-1201	tisaac@pa.gov	Manage Bid Opportunities	<input type="checkbox"/>

Below is a copy of the email the user will receive.

[External] New User Registration for JAGGAER Supplier Account

 support@sciquest.com
To  Isaac, Tangela



Register as a papublicsupplier1 User

Dear Tangie Isaac,

papublicsupplier1 has invited you to become a user for their JAGGAER Supplier Network account. As a member of the JAGGAER Supplier Network, papublicsupplier1 serves JAGGAER customers with sourcing and procurement needs through an online supplier portal. As a portal user, you can help manage their information.

Becoming a user is easy and it only takes a few minutes to register. By selecting the "Register Now" button below, you will be routed to a secure website to create a password and enter some basic information about yourself.

Ready to get started?

[Register Now](#)

papublicsupplier1
PA Public Supplier 1
+1 717-783-1201
papublicsupplier1@gmail.com